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September 11, 2003

As Co-Chairs of the Subcommittee to Consider Barriers and Resolutions to the Development of Affordable Housing, functioning under the aegis of the Community Preservation Advisory Committee, we welcome you as a participant in this important process. Our goal is to produce a report for the Community Preservation Advisory Committee, the substance of which can serve to define legislative and gubernatorial proposals to remove barriers to developing and sustaining workforce and other affordable housing where and how it is needed across the regions of our state.

Enclosed please find a copy of the legislation outlining our work. As you will see, the resolve identifies specific barriers to advancing affordable housing in the state, and invites our subcommittee to identify other barriers. Our challenge is then to make recommendations on ways to reduce or mitigate those barriers, and vehicles and strategies for providing incentives for creating and sustaining workforce and other affordable housing. Most of our work will be focused on the incentives.

Since the Community Preservation and Advisory Committee has a December 1, 2003 deadline to report back to the Legislature, we are hoping you will be able to commit to attending not only all the meetings, but also to do some work before and between meetings in order to insure that we are able to accomplish our mandate in as thorough, competent and timely a manner as possible.

We are proposing the following schedule and plan to accomplish the work before us:

A. Attendance at four meetings from 12:30 – 3:30:

- a. September 26th – Augusta at St. Paul Center, State Street (Lemire Hall - entrance back parking lot)
- b. October 16th – Portland (location TBD)
- c. November 12th – Augusta at St. Paul Center, State Street (Lemire Hall – entrance back parking lot)
- d. November 19th – Portland [this will probably be a smaller committee of writers/ editors] (location TBD)

B. Agenda for September 26th meeting:

- I. Review list of barriers to developing and sustaining workforce and other affordable housing in order to:
 - (a) identify omissions and/or corrections;
 - (b) specify barriers by region – i.e., using labor markets, and/or other useful designations;
 - (c) prioritize which barriers to address, and in what order.

You will be sent information on barriers about a week prior to the meeting to review and expand upon (1) by email prior to the meeting [which will then be incorporated into a larger list we will bring to the meeting]; or (2) at the meeting.

- II. Begin to identify possible vehicles or strategies for addressing the barriers.

C. Agenda for October 16th meeting: [a larger group of informants, including those who attended the National Housing Conference in Portland and others you suggest, will also be invited to this meeting, so we can gather as many good ideas as possible]

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I. Review list of possible vehicles for removing or mitigating these barriers in order to:

- (a) identify omissions and/or corrections;
- (b) substantively expand the list of possible ‘carrots and sticks’ that can serve as incentives [at state, regional and/or local levels], including effective models proposed or implemented in other states or communities.
- (c) prioritize recommendations for incentives that could be incorporated into legislation.

Again, you will be sent information on possible strategies and vehicles we could implement in Maine, about a week prior to the meeting to review and expand upon (1) by email prior to the meeting [which will then be incorporated into a larger list we will bring to the meeting], or

(2) at the meeting. We ask that you discuss the identified barriers and incentives with relevant colleagues within and outside Maine to garner more input and solid suggestions for incentives to advance the workforce and other affordable housing agenda in Maine.

D. Agenda for November 12th meeting:

I. Review draft report in order to:

- (a) identify omissions and/or corrections;
- (b) finalize the content of and recommendations in the report

II. Identifying and committing to action steps for advancing the recommendations in the report.

Again, you will be sent a draft of the report as early as possible before the meeting for your review.

E. Agenda for November 19th meeting: [This meeting will probably only involve a smaller group of subcommittee members who will assist with the writing and editing of the final document.]

I. Review and modify as needed the final draft of the report.

Thank you in advance for your willingness to be an active, contributing member of this subcommittee. We look forward to working with you to help expand the opportunity for all Mainers to have access to decent housing in healthy communities.

Sincerely,

Senator Tom Sawyer

Mary Ann Gleason

Senator Tom Sawyer
Co-Chair

Mary Ann Gleason
Co-Chair